

## ADMINISTRATIVE - INTERNAL USE ONLY

PRINTING AND PHOTOGRAPHY DIVISION  
WEEKLY REPORT FOR PERIOD ENDING  
27 October - 2 November 1983I. Items or Events of Major Interest that have Occurred During the Preceding Week

A. Atex Demonstration: On Friday, 28 October, Atex, Inc. demonstrated their GT68 Graphic/Page Makeup terminal at their Rosslyn, Virginia office. The system configuration which was shown was a considerable improvement over previous demonstrations. Atex intends to make a major product announcement this spring.

B. P&PD Safety Course: Arrangements are being made with the DDA/Safety Staff to conduct an abbreviated version of the Basic Health and Safety (BH&S) Course for P&PD personnel on 21-22 November 1983. The course will be limited to 20 people representing all shifts and will be held one day at P&PD (or Headquarters) and the second day at . The emphasis will be on safety as related to P&PD operations, i.e. electrical, fire, warehousing, chemicals, etc.

C. Color Print Production: During October, a record number of color prints were produced by the Color Section of the P&PD/Photography Branch. Primarily because of the Agency rebadging project and a growing backlog for miscellaneous requirements, the Color Section produced 44,000 prints. Average monthly print production has been approximately 20,000.

D. Motion Picture/Television Center Support:

1. The MP/TV Center is providing Auditorium television coverage for 15 hours of the Retirement Information Seminar. Thirty video cassette copies have been requested for distribution.
2. Joann Tucker of the Intelligence Community Staff/Administrative Staff has requested motion picture filming support for a presentation by the Under Secretary of Defense for Research and Engineering. A brief presentation will be filmed at the Pentagon on 14 November 1983. P&PD has been tasked for this support because the film product will be used in the Headquarters Auditorium as part of a DCI Symposium in December.

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II. Significant Events Anticipated During the Coming Week

A. Quality Circle Meeting: A full day meeting of P&PD Quality Circle participants is scheduled for 3 November at the Central Depot. Dave Francis, the Q.C. consultant, will be attending to offer insight and guidance and to conduct a presentation on Group Dynamics. The Director of Logistics and Chief, P&PD are also scheduled to attend this function.

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